



Frederick County Fire and Rescue Advisory Board Meeting

Meeting Minutes

Date: February 24, 2014, 1900 hours

Location: Winchester Hall 3rd Floor Meeting Room
12 E. Church Street, Frederick, MD 21701

Attendance:

Battalion 1 (Marc McNeal):	Present
Battalion 2 (David Remsburg):	Present
Battalion 3 (Susan Nicol):	Present
Battalion 4 (Randy Williams):	Present
Battalion 5 (Tim Clarke):	Present
Career Rep (Tyrone Jenkins):	Absent
Career Rep (Daniel Winters):	Present
Citizen Rep (Eilene Fryer):	Absent
Citizen Rep (Carroll Jones):	Present

Nonvoting Reps:

Board of County Commissioners (Blaine Young):	Present
Jurisdictional Medical Director (Jeffrey Fillmore):	Present
Fire & Rescue Services (Denise Pouget):	Present
Volunteer Fire & Rescue Assoc. (Eric Smothers):	Present
Local #3666 (John Neary):	Present

Guest:

Allen Keyser, Deputy Chief/Fire & Rescue Services
Mike Grierson, Deputy Chief/Fire & Rescue Services
Kevin Fox, Captain/Fire & Rescue Services
John Hahn, Acting Battalion Chief/Fire & Rescue Services
John North, Planner/Fire & Rescue Services
Eric Jacobs, Lieutenant/Fire & Rescue Services
Mike Cole, Lieutenant/Fire & Rescue Services
Troy Grossnickle, Lieutenant/Fire & Rescue Services
Ashley Sklarew, Admin Assistant/Fire & Rescue Services
Trisha Griffis, Auditor/Frederick County Government
Regina Howell, Budget Officer/Frederick County Government
Michael Chomel, Attorney/Frederick County Government

I. CALL TO ORDER:

A. The meeting was called to order at 1900 by Chairperson Marc McNeal.

II. ROLL CALL OF VOTING AND NONVOTING MEMBERS:

A. Two voting members were absent: Eilene Fryer and Carroll Jones.

III. INTRODUCTION OF GUESTS:

We have a number of guests from DFRS and the County Government. They are going to speak throughout the evening regarding committee reports and action items.

IV. APPROVAL OF PREVIOUS MEETING MINUTES:

Marc McNeal: George Thomas resigned before the January meeting. Instead of listing him as “absent,” list him as vacant. No further additions or corrections.

Motion: Moved by Randy Williams and Second by David Remsburg to approve the January 24, 2014 minutes.

VOTE: **YES: 7** **NO: 0** **ABSTAIN: N/A** **PASSED**

V. BOARD MEMBER COMMENTS

- A. George Thomas, who was a previous career representative, could not continue as a Board Member. The Local appointed Tyrone Jenkins as his replacement. Chairperson Marc McNeal welcomed Tyrone to the Fire Advisory Board.

VI. PUBLIC COMMENTS

- A. No public comments.

VII. EX OFFICIO MEMBER REPORTS

- A. **BOCC Liaison-Blaine Young:** No updates.
- B. **Jurisdictional Medical Director-Dr. Jeffrey Fillmore:** The State is still looking for a Medical Director. The most interesting information shared in the State meeting was we may see the end of long boards for spinal mobilization. It does not mean we do not mobilize necks however, for spine, they are probably on the way out.
- C. **Director of DFRS-Denise Pouget:** No updates. Will comment under Director’s reports.
- D. **Frederick County Volunteer Fire and Rescue Association-Eric Smothers:** No updates.
- E. **Career Fire Fighters Association of Frederick County MD, Local #3666-John Neary:** No updates.

VIII. COMMITTEE REPORTS

A. Operations Committee – Deputy Chief Allen Keyser:

- 1. Operations met last Tuesday night. All five Battalions were present. Regarding the highway safety, we are looking at the assignments at each of the lanes, from the dispatch lane to the units that cover the opposite lane. Want to make sure we have the right apparatus responding and blocking to create a temporary, safe working zone. We want an engine and an ambulance in the opposite lane – not just an ambulance arriving alone, stopping, and not having a blocking unit. There are units that are utilizing their turnarounds and not going to the nearest exit. It may be due to distance especially on I-70

and I-270. On the roadways, we are looking at speed limits and the high impact crashes that occur. Recently, one of Frederick County's Sheriff Deputies was on a traffic stop and was struck by a car. He was not seriously injured. We received an update from the Sheriff. The Deputy is back home and doing well. These are the things we want to prevent. Police do not have the opportunity to have a blocking unit. They have to utilize their own vehicle to block. With the Fire Department, we have the opportunity to do the next right thing and that's to provide that service. We are looking at other safety initiatives within each of the Battalions along with the assignments that are being dispatched.

B. Planning & Research Committee (Eric Smothers):

1. Planning & Research is busy with the Staffing Plan. Will compile information and distribute soon. We are looking at vehicle replacements. The process is going through the Association. The EMS Committee meets this coming Thursday. Most of the grant processes, the regional grants, were finalized at the last Regional Affairs meeting. We are continuing to update our HC Standard Materials that we have, which is basically patient tracking. We asked for seven iPads. Based on the funding, when you have \$800,000 in requests and you only have \$300,000, some things have to go. We lost two laptops from both Frederick and Washington Counties.
2. People are pretty well-versed, not only with the incident that happened in Columbia, Maryland but, on a national basis. A lot of grants came in asking for materials relating to EMS safety, body armor, helmets, etc. Smothers suggests that we should stay away from that right now. There's a statewide ad-hoc committee that is working on looking at responses to an active shooter situation. When we put our own staff in harm's way, especially in a hot zone, that's probably not a place where we want to put our providers. Want to look at having different threat assessment levels, or different tier levels up to the point of having a tactical paramedic or EMT that would go in to not only treat people but, also, to secure that threat. With EMS going in doing an EMS role, the question is, who is protecting the EMS or firefighter that goes into that facility. Regardless of whether they have on body armor or not, if there's more than one shooter and they're focusing on one threat, they are at risk. Smothers asks that everyone hold off on those kinds of budgetary requests. Items that did get approved are the new bandages, personnel safety, and other EMS items. Due to the cost, there's a training requirement when purchasing these bandages. They have an expiration date and you need to know how to re-circulate them. It's not an everyday, first-aid bandage. Smothers' recommendation to the Medical Director was to make sure people had the training to learn how to apply those devices.

3. Mass casualty trailers and equipment: We're purchasing a lot of material and disposable items to go into those trailers. When the expendables expire, it will be the responsibility of the jurisdiction to replace it. We need to figure out what the expendables are in those trailers and figure out how to put those in a rotational basis through our everyday supplies. It's a cost incurred so, we're putting additional monies in. We're just using the normal routine supplies. A lot of the items in the trailers expire, which means thousands of dollars wasted.
4. ALS – We're purchasing two monitors out of the last EMS/AED grant fund.

C. Emergency Medical Services Committee (Eric Smothers):

1. Next EMS Committee meeting is this coming Thursday at the Public Safety Training Center.

D. Budget Committee – (Eric Smothers):

1. Working with the new officers to get them acclimated with the new matrix process. Modifications to buildings/square footage has taken place and has been corrected.

E. Training Committee – (Eric Smothers):

1. George Thomas is working well with the Association and the volunteers. There were some surveys sent regarding getting ideas for Fall classes. Will have people contact either George or Smiley White to make sure they get the request in on time.

IX. DISCUSSION ITEMS

A. Old Business

1. Action Items – Update from Chief Pouget, DFRS Command Staff, and Frederick County Government Staff.

a. Records Management - Acting Battalion Chief John “Rusty” Hahn

- i. For the mobile data systems, working with the IIT department for project planning so the units are ready when we get them in July. In the early stages in this process. We are forming a committee that includes: Rusty and Brian Easterday from Communications, since we need someone who knows EEC and CAD. Also on the committee will be two staff and two volunteers. Reached out to President Smothers and we will work together to select the volunteers or, if he is going to pick them, to inform ABC Rusty Hahn. At this point, we are working on the timeline for the project. Hopefully, once we receive them, they will be ready to go out of the box. They will not be sitting around. We are working with vendors to get pricing. Will look at the product's operating system to see what's most cost effective, meets our needs, and fits

our system the best. We are also working with Sherry Weakly, in IIT, for an additional IIT person to work with us to help get the project off the ground.

- ii. Telestaff – Effective today, Telestaff was moved to Headquarters. The oversight will be the responsibility of senior command staff. The purpose is to reduce some of the overtime costs.
- iii. Target Solutions – Similar status. It is on track and moving forward. Currently at Purchasing. It should arrive in approximately 30-days. Once we receive it, the implementation time is approximately 90 days. They are currently gathering information from surrounding jurisdictions, determining the details and detailing what data they want to compile for the files, which deals with Fire, EMS, Haz Mat, Rescue, and how they will input the data into the system. Chief Pouget added that there will be three phases. Phase I will be career staff. Working to determine how many operational members are going to need licenses for the volunteers, and then through Lisa Lessin's grant, GEAR UP program, we are also working to obtain those numbers as best we can. As we go through the data, we are finding duplications. Phase I is what is in Purchasing. That will give us the opportunity to perfect what we want. As we go along, we'll get better.
- iv. Firehouse – IIT is currently having discussions with the vendor and working through the process.
- v. Rave – Rave is the logistics tracking system. It's an inventory control system. It has been purchased. Staff, within the next two weeks, will start to load the inventory into the system. It will track everything from uniforms, PPE, hose, etc. It will also set minimums and maximums, help with ordering, and provide an indicator when an item is low. Once started, the volunteer corporations will get copies of what they currently have. It will help them understand what they have and what they need to get.

b. Logistics and Finance – Deputy Chief Mike Grierson & Trisha Griffis (County Auditor), and Regina Howell (Budget Officer)

- i. Logistics include our Personal Protective Equipment, our SCBA, and apparatus/tools/supplies. I asked the County Auditor, Trisha, to do an audit and I want to give an idea of some of the things we have found at Logistics. We contacted Globe and Maryland Fire. They are some of the distributors and companies that make our personal protective equipment. With about 320 employees in Frederick County – we have other counties in the Washington Metro Area, with upwards of 1,500 -2,000 employees. They said, by far, we have the largest inventory of PPE even with these other large organizations. That's one reason why we wanted to have the audit done.

- ii. We found helmets that were close to reaching their 10-year shelf life, no longer going to be any good, and had to do something with them. We found over 300 face pieces for SCBA that's been there for over 7 years, new in the box, that had not been issued and we wanted to know why they had been sitting there. We recently found about the same number of voice mics that fit on to the face pieces. They are about \$400.00 each. As they've been breaking in the field, we've been purchasing them however, we just found them. We found PPE garments with waist sizes up to 60 inches. It probably cost us a lot of money to make some of this gear and now, it's probably going to sit there and go to waste. We found various pieces of equipment, including generators, that are off-brand names and we've been told we can't find parts for them. We are going to try to find some use for them but, when they break, they break. It doesn't look like we will be able to repair any of them. We also found an over-abundance of outdated uniforms. We have already identified them as uniforms that will not be issued to our DFRS staff but, we were looking for incentive programs. We had some volunteers ask about it. Right now, we haven't come up with a plan but, we want to come up with an incentive program where we can issue those items instead of just getting rid of them. Those are some of the items we found, which is why we asked the auditor to assist us. We also had Bob Baker, who is new with our staff as well, assisting. With the personnel at Logistics, they performed an audit so we can figure out exactly what we have. Rusty mentioned the Rave program in his report. We did the audit so we can start loading information into the Rave program so can have better inventory control.
- iii. Trisha Griffis (County Auditor) - What Trisha is doing at Logistics isn't technically an audit. She's doing it on her own with her administrative coordinator. We did not hire the externally contracted auditors to come in. The internal audit department here at the County is Trisha and we use contractors to come in and do actual audit work. Trisha decided that she could do this as a special project by taking her administrative coordinator out to the warehouse, figure out what was there, and help take an inventory count. We spent about a week and a half at the warehouse and actually did a count of the inventory gear – taking on the expiration dates, all of the serial numbers of the turn-out gear, especially, just to see how close it was to expiring. It was eye-opening to see how much was sitting there and getting dated. Some of the things that will come out of the report that she'll provide, which will be a memo to DFRS, will be recommendations that she might have on what we want to do with gear – possibly going to some of the stations, looking at the gear that people currently have, and finding out how close it is to expiring and swapping out so we can get the new gear on the shelves and in boxes split out and distributed to the stations to get some newer

gear out there in the field. The purpose is to reduce the risk the County and the stations have for close to expiration dated gear. The number of boots sitting in the warehouse was pretty astonishing. She will stop at some stations to see what gear they have and the expirations so she can get a feel for how much might need to be split out. Took the current inventory listing from the warehouse and compared it to what's new from that listing, in the warehouse, and compared it to what they showed as has been issued out to the stations for the career and volunteer. Those numbers have been given to Bob Baker and Michael Grierson. After we taking the inventory count, we're now putting all of that information into inventory spreadsheets, along with the dollar amounts, so we'll know what's actually sitting in the warehouse.

- iv. There was so much of an abundance of uniform items such as pants, polos, and shirts, etc., that we didn't count them singly. It would've taken a month to go through all of the boxes to count by sizes. Getting the gear to the volunteers as an incentive would be a great program. We also discovered that some of the turn-out gear, coats and pants were going through a warranty issue and they were being returned to Globe to be fixed. That was good because, while we were there, we were taking count of what was being shipped out. The SCBA gear is currently getting tested. Once it's tested and logged into the system, we can see what the County actually has based on what the need might be and the expiration dates they have.
- v. There's an Apparatus Repair and Maintenance audit going on right now. This is a full audit at one of our externally contracted auditing firms, SC & H. They started with a planning phase in June 2013 to determine whether or not it was worthwhile to go through a full audit – how repair and maintenance was going on in the County. They determined that it was a good idea to go forward with testing. Testing is completed and we have a draft audit report. I've sat with SC & H, along with Mike Grierson, Bob Baker, and other members of DFRS to go over the draft report and the recommendations to make sure they make sense to everybody. Now, we need to get responses back, to their recommendations, from DFRS. Due to the quantity of the recommendations, we need to give you a little bit of time to do that. We are requesting a response from DFRS by April 10th. Finalization date for the report is the end of April.
- vi. Been helping with policies and procedures for internal control purposes. We're starting to kick-off some financial transactions policies and procedures audits. SC & H will also be doing that audit. We expect them to start by the end of this month-beginning of April. Therefore, once they complete the Apparatus Repair and Maintenance Audit, they will immediately begin the Financial Transactions Policies and Procedures.

- vii. Mike (Initiative #3) – Next item is the Budget Matrix. The matrix, as it was presented earlier to the budget committee is being loaded up. Right now, the biggest hurdle is we have some new presidents and treasurers coming in and inquiring because they are not sure how it works. To be accurate, we're not sure about all of the questions as well right now. As we get some of the questions, we're going to go back to Finance. As we get closer to July 1st, we'll make sure we have the answers we need to give out to the volunteer corporations. In previous years, the budget was given in allotments. You should've gotten your last allotment for the previous budget. This budget is going to be given up front and it'll be up to the corporations to manage it through the year. That's one major difference.
- viii. We talked recently about a Public Fire Educator. We will be applying an appeal process for another fire marshal for our office. We talked about fire prevention and also the need for a fire educator. We have in the volunteer budget a fire prevention budget. We also discussed how a lot of our fire marshals are out there actively doing inspections in a lot of these high target areas: the elderly population, the young population, the schools, educational facilities, the boarding care facilities. That's where our target hazards are located. Not only are they there doing inspections but, it's a wonderful opportunity for these people to educate those groups of people and showing them how to set up escape plans. In these days, with a lot of people putting disaster plans together, it would be a wonderful opportunity for those people to not only do the inspection but, educate as well.
- ix. Apparatus Maintenance – SC & H came out to do the audits for fire, apparatus, ambulance, and other vehicles. This is just for DFRS vehicles only. The plan was presented to DFRS, as well as the staff from Fleet. We worked together on those items. The recommendations were presented to us and we're going to meet again to come up with some answers. They provided six observations in that report and a total of 18 recommendations. We divided that between Fleet and DFRS and, by April, they expect some answers. Roughly, it's going to cover areas such as: apparatus replacement, maintenance schedules, disposal of vehicles, recordkeeping, tracking service dates, and DFRS apparatus check list for things we use in the field. Independence Hose has been using an outside source to do their maintenance. We don't have a report. It's been over a 6-month trial period. Waiting to get some feedback. They are using a private vendor instead of Fleet. Want to compare the cost to Fleet.
- x. Regina Howell (Budget Officer) – Referenced the "Fire & Rescue Services Division FY14 Comparison of Adopted Budget and Amended Budget" (see attached). The FY14 Budget reflects the consolidated fire tax districts into the general fund, an additional

\$700,000 volunteer funding incentive, and a new budget matrix. There are a lot of changes in the FY14 Budget. Handout is a summary of the adopted budget by department and the amended budget reflecting any budget amendments or transfers to show the actual changes in the budget. This does not reflect the budgets for the individual fire and rescue companies and team budgets. The Volunteer Fire & Rescue listed, Department 8260, represents workers compensation, LoSAP payments, insurance, vehicle and equipment insurance. The details, for each department, are attached behind the summary. The net difference in all of these budgets (some departments have increased, some have decreased) is \$168,684 in a \$43.4 million budget. The net included management restructuring. At the beginning of the year, a budget transfer was done. A new position has been created, DFRS Community Liaison/Public Information Officer. The position is currently vacant so there will be actual salary savings at the end of the year as a result. Overall, on average, we are a little over 60%. Due to the storms and overtime, not sure if we are on target with February. No money was infused into the budget since July 22nd. This is public information. Contact Kelly Weaver, Assistant Budget Officer, for more information.

c. ALS Service Delivery Model, Paramedics, Officer Training/Battalion-based-Deputy Chief Allen Keyser

- i. We de-staffed AFRA (Advanced Fire Response Apparatus) of Station 8 and returned to medic chase car. Will help with response times in the area that covers from the State line to the County line and back, as well as the corridor between Woolfsville and Middletown. With the person we removed from the shift, took the staffing plan, utilized the first primary station and upstaffed Station 23.
- ii. From the August paramedic class, we currently have 3 out of 8 paramedics released to function independently and placed in positions accordingly throughout the County. The others are close to the end of their designated process and should be released soon. I talked to Dr. Fillmore this evening and he has an interview scheduled tomorrow.
- iii. Currently, we have a paramedic class in session at the training academy, with 9 students. Four are from DFRS, some students from Washington County, EMS, and the volunteers in Frederick County. Class is going well. They just entered into the cardiology sessions. Received a good review from the lead instructor.
- iv. Attended the CPAT Mentoring at the Montgomery County Fire and Rescue Academy. CPAT is the candidate physical ability testing. Thirty candidates, with either EMT intermediate or paramedic certification, tested and passed the written exam in hopes that we would get 21 out of the class. CPAT will be held in

Montgomery County PSTA. Due to course requirements, the temperature must be at least 45 degrees. At the Academy in Montgomery County, it's all indoors and it's climate controlled. First, of two, CPAT mandatory practice sessions were held this past Saturday. Eight, of the ten participants, successfully completed the CPAT course within time and stations. One, that didn't make it completely through, was 20 seconds. The other one was 40 seconds. Two candidates have prior certifications that are still good. They are waiting for the next process. CPAT interviews are scheduled for March 10th. Once the folks are selected, it'll be a 20-week recruit class – Recruit Class 17. It will start on May 19th at our training academy.

d. Safety Office – Captain Kevin Fox

- i. Report for January 2014 – Ten injury reports taken. One subject lost time. There were six exposure reports taken. So far, in 2014, there were 16 exposure reports taken. There were three vehicle collision reports taken.
- ii. Activities for the Safety Office: We issued two safety bulletins. One safety bulletin was for a Michelin tire recall. They are usually found on light duty vehicles Type 3 Ford Ambulances/the van style with the box back. Fleet has been working on those to get them changed. We have about 3 more ambulances to complete. Received information from corporations regarding the corporation-owned vehicles. We have people inspecting those vehicles as well. The other safety bulletin was regarding Red-Wing safety shoes. There was an issue with certain toe caps. That was issued for our workforce. If the shoes had the problem, they were instructed to return the shoes to the company for replacement. Another thing we've been working on since Operations is physical compliance. Spoke to Marc McNeal, who asked Captain Fox to work on getting volunteer compliance for NFPA-1582 physicals for firefighters who work in other jurisdictions. It's reviewed by CorpOHS and we pay a partial fee for it to occur. We're working with other jurisdictions to try to get compliance and make sure our physical lines up with their physicals. Hopefully, it'll save us a lot of money by not having to send people back for a second physical within a year.
- iii. Another thing we're working on, along with the records management system, is IIT to come up with a program so Chief officers can logon to a system and see compliant members of their company, that are active, operational and able to respond. They can logon, run their station, and they can find out who's operational and who's compliant, as far as physicals and fit testing.
- iv. Vehicle collisions – Worked on the career side with an emergency vehicle operator course for in-service personnel in the Fall. It really went well. Been getting a lot of calls. Working with

Assistant Chief Dorsey and Chief Nalborczyk New Market. We're going to start offering the course beginning in March for volunteer corporations.

2. Staffing Plan – Deputy Chief Allen Keyser and John North

- i. In an effort to identify strategic needs of the Department of Fire and Rescue Services, representatives were selected from a core committee of Frederick County Volunteer Fire and Rescue Association (FCVFRA) and the Division of Fire and Rescue Services. The collaborative effort and approach allowed personnel to conduct an analysis on the most recent incident and failed response data obtained from the Frederick County Emergency Communication Center. In addition, the following resources were utilized by the committee: Tri-Data Comprehensive Report, NFPA 17-10, NFPA 17-20, Frederick County Fire and Rescue Alternative Service Delivery Task Force Edition 2010, and also the American Heart Association Delivery of Emergency Medical Services Edition 2013. They did a follow-up report with the Firefighter's Grant Program Demographics Data Survey, which was completed in 2013 for this group. The staffing plan was discussed at the Operations Committee held a week ago and the plan itself will remain intact until next year when the committee revisits the staffing needs of Frederick County Fire and Rescue Services. The Plan was just approved. An information bulletin will be drafted and the plan will be released very soon. We will look at the service needs, service demands, and the quality of data and decide, as a group, if we feel the need to make changes. The plan is a working document to be revisited by the department committee every year.
- v. Office development and training for Battalion-based (9th Initiative): Battalion Chiefs attend training on the 2nd Wednesday of each month. We've been here a little over seven months. They have now had five sessions of training. The nine Battalions include seven operational and two administrative. They have nine hours each month to include: administrative, fire chief's message, human resources training, and simulator lab/command simulator. We want to push this training out in late Spring for all the Unit Officers and the lower level officers – at the lieutenant level and down. Also on weekends and evenings, to the volunteers. We want to make sure it's obtainable and they are able to achieve that training. On March 1st, the Trainer-to-Trainer Class is scheduled from 0700-1600 hours at the Academy. That was announced and, in a 3-day period, it was full. The class is full with 25 participants.
- vi. John North: The Duty Operations Center (DOC) was opened just prior to the last storm. We realized it could be a major event for us. We had been working on the policy for it but, with the storm coming, it was

the decision of the fire chief to go ahead and push that policy out right away due to the pending emergency. The purpose of the Duty Operations Center is to provide support and communications between the Incident Commander, Command Staff, County officials, career, and volunteer personnel on any prolonged incident. This last event was a snow storm however, it could be anything from a terrorist event to a train derailment. It will not always be a weather-driven event. The role of the DOC is to coordinate and communicate the activities of DFRS while supporting the fire chief. The DOC is responsible to support the actions of the Incident Commanders, while ensuring that the needs of the County are being met and Command staff, EOC, and field personnel are kept informed. If there are other needs going on while the incident is being managed by Battalion Chiefs or Command staff, we'll watch out for the entire County making sure that if we need to bring resources in from other jurisdictions or other departments, that is being addressed. The County is being covered at all times. The DOC is responsible for developing Incident Action Plans (IAP) following the Incident Command System. The DOC is responsible for making sure the IAPs are communicated to field personnel and they should be developed for 12 operational periods or shorter if the incident dictates. They normally do that through conference calls and, hopefully, they are on speakerphone so the entire staff can hear what is going on and kept informed. It is not meant to be kept private. The DOC is responsible for collecting and compiling all expenditures and activity reports for reimbursement. Specialized needs request from the Incident Commander, needs from the fire chief, field Command staff should be addressed through the DOC. The DOC works through logistics, EOC, and private contractors to address those needs. Rather than calling communications, who is obviously very busy, that information can be sent to the DOC. The DOC is responsible to disseminate information requests from the Director, Fire Chief, the EOC to the Incident Commanders or to the career/volunteer staff. The DOC will compile and display incident status summaries and incident information. The DOC maintains unit activity logs.

- vii. 214s are NIMS' forms. They are based on unit, not by station. Each unit has to have a 214, whether it's a Battalion Chief, Medic Unit, or engine. Every unit keeps a 214. It speaks to all of the actions by the Unit during that 12-hour operational period.
- viii. Keyser (DOC): The first 12-hours of the DOC. Wednesday – Setting the DOC up and getting it prepared. Phone lines, computers, fax machines, getting numbers out, establishing an email list for the DOC and a contact list. We had everything in order in reference to the duty operations chiefs' layout. Conference calls were established 3-times a day in conjunction with fire stations, EOC, County officials, logistics, and Frederick County Volunteer Fire and Rescue Association leadership. Constant contact with the EOC through the entire period, from Wednesday night at midnight when they activated, we had

already set the DOC up and were underway at 5:00pm. We moved forward with phones and radio contact, utilizing the phone sources at the center along with 92 Bravo on our radio system – 800 MHz. We maintained staffing levels throughout the County. On February 12th, in the evening, we had 90 career staff working on the floor and 101 volunteers covering stations. On the second day, we had 90 volunteers and 91 career staff covering the stations, which included one Uniformed Fire Officer (UFO). Staff was updated with weather information, initiated the EMAC (Emergency Medical Assistance Compact) via the EOC that enabled us to make contact with the National Guard upon request, filed the correct paperwork and within a 4-hour time period, we had 9 Humvee's with 2 military personnel per Humvee at the EOC and then they moved to the Academy for deployment. The plan was to deploy them where the medic units sit. Utilized the Humvee's for about 5-hours until the County roads were open and safe to travel. We developed an IAP for each of the 12-hour operational periods. We'll archive it and we've loaded it into a databank. We briefed County officials on department status. We made sure all information was disseminated from the top down.

3. Emmitsburg Ambulance Co. – No update.
4. Policies & Procedures Adoption of Process – No update.

B. New Business

1. Roles & Responsibilities of Fire/Rescue Advisory Board-Discussion with Michael Chomel, County Attorney
 - a. Under a public local law, which is passed by the General Assembly in Annapolis and only applies to a particular county. The General Assembly has passed a law that authorizes the Board of County Commissioners to regulate the Fire and Rescue Services in the County. In Ordinance Number 13-01-629, the Commissioners have delegated that authority to the Director of the Division of Fire and Rescue Services. There are two components to that authority. One deals with Chief Pouget's role as the Director of the Division of Fire and Rescue Services. The other portion of that is her role as the Chief, or Director, of the blended services between the volunteers and the career staff. As the Director of the Division, she has the authority of all of Division Directors to make rules, regulations, manage, and regulate the affairs of her Division. With regard to the overall blended service and provision of Fire and Rescue Services in the County, the Ordinance gives the authority to Director Pouget with the advice and cooperation of the Fire Advisory Board. The Fire Advisory Board was created by the Board of County Commissioners, also in Ordinance Number 13-01-629, as amplified and implemented through Resolution 13-18 by which the Board of County Commissioners adopted the Charter and By-Laws for the Fire Advisory Board. The function of this Body is to provide a forum for the stakeholders in the fire and rescue service community to have input, review, and comment on those regulations and policies that are system-wide and relate to the County-wide provision of Fire and Rescue Services. So that this Board as

an Advisory Board and takes a global look at the County-wide/system-wide provision of Fire and Rescue Services. County Attorney opened the floor for questions.

2. Draft Policies & Procedures-Review and Approval

Motion: Moved by Tim Clarke to approve Hose and Respiratory Policies as written. SCBA will be revisited, modifications made, and sent back to committees for review. Second by Susie Nichols.

Question on Hose Policy from Dave Remsburg:

In the policy, it states that the testers will be responsible for repacking hose. Can the Battalion have someone involved from their station?

Answer: There is nothing precluding anyone from the station.

Question on Hose Policy from Dave Remsburg:

If you have hose in your station that ends up getting repaired, how long do you have to wait before it is re-tested and put back in service?

Answer: It has to be inspected right away, by the same hose inspectors, before going back in service. Reserve hose will be available at Logistics.

VOTE: YES: 6 NO: 1 ABSTAIN: N/A PASSED

3. FCPS Student Intern Program

- a. (Chomel) Had the opportunity to review Mr. Neary's email and the concerns he has raised regarding the program. It is basically a risk management issue. In my judgment, and I think this has been confirmed by risk management who has more familiarity with the specific terms of the numerous insurance policies that the County has, that conduct by a career person in performing incidental supervision of a student intern would fall within the scope of the County's insurance coverage. It would not be a personal liability of the individual career staff member, in the absence of any willful conduct or gross negligence.

X. ACTION ITEMS

A. No action items

XI. ADJOURNMENT

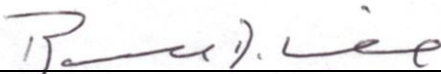
Motion: Moved by Tim Clarke and Second by David Remsburg to adjourn the meeting.

VOTE: YES: 7 NO: 0 ABSTAIN: N/A PASSED



Marc McNeal, Chair

Date of Approval



Randy Williams, Vice-Chair

Date of Approval

Respectfully submitted by Cheryl Riley